

Effective October 1, 2007, the United States District Court will implement a revised “Administrative Policy Governing Electronic Filing and Service,” as well as other policy and procedural initiatives.

- **Revised CM/ECF Policies:** After nearly two years of electronic filing, the Court has reviewed and updated its “Administrative Policy Governing Electronic Filing and Service” to account for changes in federal law, changes in national judiciary policy, software upgrades, and suggestions made by internal and external users. Many of the changes were merely stylistic; however a few policies have changes significantly. Please review the [Highlights of Changes](#) and the updated [Administrative Policy Governing Electronic Filing and Service](#) and share this information within your office.
- **Standing Order re: Sealed Documents:** The revised Administrative Policy Governing Electronic Filing and Service requires parties to obtain leave of court to file a sealed document or a sealed motion. The Court, in a standing order, has granted leave to file certain distinct, routinely-filed documents. Please review the [Standing Order re: Sealed Documents](#) for the complete list of documents that leave to file under seal has been granted in advance.
- **Plea Agreements & Plea Agreement Supplements:** In light of concerns for the safety of criminal defendants, law enforcement officers, and court personnel, the Court will implement a procedure to uniformly treat Plea Agreements so that the internet public cannot identify cooperating defendants. Plea Agreements must no longer identify whether a criminal defendant has agreed to cooperate with the United States. A second document entitled “Plea Agreement Supplement” must be filed under seal in conjunction with every Plea Agreement. If a criminal defendant has agreed to cooperate, the Plea Agreement Supplement must contain the cooperation agreement. If the criminal defendant and the United States have not entered into a cooperation agreement, the Plea Agreement Supplement will indicate that no such agreement exists. All Plea Agreements and Plea Agreement Supplements must be presented to the Clerk’s Office for filing either prior to the change of plea hearing or at the time of the change of plea hearing, depending upon the preference of the presiding Judge.
- **Family Support & Reference Letters in Criminal Cases:** All letters of reference regarding a criminal case will be maintained and distributed by the Office of Probation and Pretrial Services. The letters will be kept with the original Presentence Investigation Report (PSI) and will be distributed to counsel at the time the PSI is distributed. For those letters arriving after the PSI is distributed, Probation and Pretrial Services will distribute such letters as soon as they are received. The letters must not be filed electronically by either party. This eliminates the need to redact the letters or to file them under seal.